

December 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/or CFS Production reports complete month- end data LABOR: Reverse Nov Month-end Estimate SURCHARGES Normal DW refresh	2 LABOR: PP23 Normal DW refresh	3 LABOR: PP23 SURCHARGES Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 LABOR: PP24 SURCHARGES Normal DW refresh	15 LABOR: Dec Month-end Estimate SURCHARGES Normal DW refresh	16 GL: Update AR Trial Table DISBURSEMENTS: Last run for Dec Normal DW refresh	17 Normal DW refresh	18 SLTs SLTs to be approved for Dec are due to FMB by 4:00 pm ET CA O/U Reversal - Part C Normal DW refresh	19 Normal DW refresh
20	21 LABOR: DEC NOAA CORPS/SLT SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	22 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh	23 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh	24 Normal DW refresh	25 HOLIDAY Normal DW refresh	26 Normal DW refresh
27	28 Normal DW refresh	29 Normal DW refresh	30 Normal DW refresh	31 Normal DW refresh		

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **December 2009 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)
- 8:00 AM ET: "Tier ONE" may begin working on January 2010 transactions.

TIER "TWO" Closing

Tier TWO modules will be placed in "PRELIMINARY" close for the **December 2009 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 7:00 AM ET on Tue Dec 22, 2009.
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"Tier TWO," should NOT enter ANY transactions while December 2009 is still open. **ONLY after December 2009** is closed may "Tier TWO" modules mentioned above begin working on January 2010 transactions.